

Position Title: CEA I, POLICY AND STRATEGIC INITIATIVES OFFICE

Department: CALIFORNIA EMERGENCY MANAGEMENT AGENCY

Final Filing Date: Thursday, September 10, 2009

Bulletin ID: 08112009_1

The Above-Named Examination Bulletin is Amended as Follows:

Please note that this position is pending approval by the Department of Personnel Administration and the State Personnel Board.



CALIFORNIA EMERGENCY MANAGEMENT AGENCY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA EMERGENCY MANAGEMENT AGENCY	RELEASE DATE:	Tuesday, August 11, 2009
POSITION TITLE:	CEA I, POLICY AND STRATEGIC INITIATIVES OFFICE	FINAL FILING DATE:	Thursday, September 10, 2009
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	08112009_1

POSITION DESCRIPTION

Under the general direction of the Chief of Staff and Deputy Chief of Staff, the Director of Policy and Strategic Initiatives strengthens public safety, homeland security and emergency preparedness by developing and integrating Agency-wide policies, planning, and programs in order to better coordinate the Agency's prevention, protection, response and recovery missions. The Director will ensure the coordinated development of all policy matters before the Agency. The incumbent will: support the Secretary in the identification, development, and implementation of the Agency's policy objectives; regularly interact with Agency entities such as Legislative Affairs, Public Affairs, the Chief Information Security and Privacy Officers, the General Counsel, and the Agency's divisions to ensure effective and coordinated development of Agency policy; and work with foreign governments and institutions, stakeholders in the affected private sector industries, think tanks, and the media to identify potential concerns and solutions. The Director will articulate the long-term view of the Agency and translate the Secretary's strategic priorities into capstone planning products that drive integration, component priorities, and the challenging resource allocation decisions. The incumbent shall: strengthen strategic collaboration among the Agency's divisions and with the Agency's external partners; drive integration within the Agency at a strategic level; catalyze the strategic vision for public safety, homeland security and emergency preparedness and ensure resources align with strategy; and champion strategic performance improvement and measurement throughout the Agency.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program

policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Demonstrated experience in developing strategic plans, analyzing state and federal legislation and collaborating with state, local and federal partners to enhance public safety, homeland security and emergency preparedness issues. The following qualifications would reflect credibly on the applicant:

1. Extensive knowledge of the Standardized Emergency Management System, National Incident Management System, National Homeland Security Strategy, Presidential Homeland Security and National Security Directives, the recommendations of the 9/11 Commission, and national strategies to enhance public safety and combat crime. 2. Demonstrated experience in identifying opportunities and developing a policy that has advanced the Administration's public safety priorities. 3. Extensive knowledge of and experience working with policy makers at federal, state and local level. 4. Extensive knowledge of the budget and legislative process at both the Federal and California State government levels. 5. Ability to communicate with others as demonstrated by strong written and verbal communications skills; strong negotiating skills; and particularly the ability to represent the Agency effectively before a wide range of audiences, including the State Legislature, local government, the public or other similar body. 6. Leadership experience in working collaboratively with state or local governments or political subdivisions, local community-based organizations, or public or private agencies in implementing and operating complex and large-scale programs or projects. 7. Demonstrated ability to develop a multi-agency solution to a homeland security, emergency management or public safety challenge. 8. Strong management and leadership skills, particularly in the area of policy development and development and the demonstrated ability to facilitate the establishment of priorities. 9. Demonstrated ability to effectively communicate, orally and in writing, in the preparation of issue and decision briefs, and to provide training and technical assistance to our internal, state and local partners with respect to overarching homeland security, emergency management and public safety strategies. 10. Extensive knowledge of the Agency's organization, objectives, programs and policies.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CEA I, POLICY AND STRATEGIC INITIATIVES OFFICE**, with the **CALIFORNIA EMERGENCY MANAGEMENT AGENCY**. Applications will be retained for twelve months.

The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.

Applicants must demonstrate the ability to perform high administrative and policy - influencing functions effectively. Such overall ability requires possession of most of the following more specific

knowledge and abilities:

1. Knowledge of the organization and functions of California State Government including the organization and practices of the Executive, Legislative and Judicial branches; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the Cal EMA Equal Employment Opportunity (EEO) program objectives; and a manager's role in the EEO program.
2. Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the Agency's EEO objectives.

These knowledge and abilities are expected to be obtained from experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization).

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA EMERGENCY MANAGEMENT AGENCY, Personnel Section - Exam Unit
3650 Schriever Avenue, Mather, CA 95655
Gail Loesch | (916) 845-8323 | Gail_Loesch@oes.ca.gov

ADDITIONAL INFORMATION

Application and Statement of Qualifications must be received or postmarked by 5:00 p.m. on September 10, 2009. Interagency mail received after this date will not be accepted.

Application packets may be e-mailed to Gail.Loesch@oes.ca.gov or faxed to (916) 845-8394 to ensure delivery prior to the final filing date. Faxed application packets must be followed by the original application packet to the above address.

Questions regarding this examination should be directed to Gail Loesch at (916) 845-8323.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA EMERGENCY MANAGEMENT AGENCY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>